

# MANAGEMENT MEMO

NUMBER:

02-08

SUBJECT:

MAINTENANCE AND OPERATION POLICY

DATE ISSUED:

FEBRUARY 2002

EXPIRES:

WHEN RESCINDED

REFERENCES:

STATE ADMINISTRATIVE MANUAL SECTION 4946.5

STATEWIDE INFORMATION MANAGEMENT MANUAL

SUPPLEMENTAL REPORT OF THE BUDGET ACT OF 1999, 1999-00 FISCAL

YEAR

ISSUING AGENCY:

DEPARTMENT OF INFORMATION  
TECHNOLOGY

## OVERVIEW:

This Management Memo adds Section 4946.5, Maintenance and Operations (M&O) Plan Policy to the State Administrative Manual.

## PURPOSE:

The Maintenance and Operations (M&O) Plan provides an orderly, cost effective and planned process for ongoing routine M&O activities of implemented information technology (IT) systems.

## POLICY:

Department of Information Technology (DOIT) may request agencies to submit an M&O Plan for IT Projects. Agencies requested to submit an M&O Plan must have the plan approved by DOIT before commencing M&O activities. Once an M&O Plan is approved, agencies must provide DOIT annual updates. DOIT can suspend or withdraw its approval of the M&O Plan to respond to changing circumstances.

Each M&O Plan submitted to DOIT must meet the documentation requirements contained in the Statewide Information Management Manual M&O Plan Guidelines located at [www.doit.ca.gov.simm](http://www.doit.ca.gov.simm)



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